

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0867

FLSA: Exempt

CLASSIFICATION TITLE: FIRE MARSHAL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/emergency work functions associated with enforcing fire prevention codes and overseeing fire prevention, arson division, records division, communications division, water supply, data management, and internal affairs activities and operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees operations and activities involving the arson division, records division, communications division, water supply, data management, and internal affairs.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes workload; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures staff compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures staff adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Consults with Fire Chief and other officials as needed to review department activities, provide incident recommendations, resolve problems, and receive advice/direction.

Communicates with city employees, other departments, elected officials, law enforcement officials, property owners/occupants, architects, attorneys, engineers, civic organizations, schools, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Enforces the provisions of applicable federal, state, and local fire prevention codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Provides information and technical assistance concerning fire code requirements; discusses problem areas with property owners, architects, engineers, contractors, and other individuals; recommends solutions to problems; responds to questions or complaints concerning code violations.

Directs fire inspections of all buildings in the city; observes testing of fire protection systems; coordinates pre-plan evacuations from high-rise buildings.

Reviews blueprints and architectural plans for new and existing buildings for conformance with applicable codes.

Issues summons for fire code violations.

Directs activities of arson division; assists with fire investigations; gathers information and preserves evidence of arson; assists in identifying cause of fires; estimates damage caused by fire for insurance purposes; condemns burned buildings.

Conducts internal affairs investigations; interviews witnesses and takes statements; submits reports to Chief; attends hearings.

Authorizes fire lanes; approves street closures.

Coordinates with secret service officials for visits from dignitaries.

Responds to major emergency calls for fire suppression, hazardous materials incidents, rescues, natural disasters, and other emergency situations; provides protection of life/property against fire.

Responds to hazardous materials spills; implements site safety and control plans.

Testifies in federal, state and local courts; testifies at appeals board meetings and hearings as needed.

Issues permits for fireworks, blasting, and tanks.

Assists in developing and implementing departmental budget; makes budget recommendations; monitors expenditures.

Assists in developing and implementing long and short term plans and goals for the department.

Performs research functions as needed.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, logs, schedules, summons, permits, training reports, production reports, attendance records, performance appraisals, counseling sheets, or other documents.

Receives various forms, reports, correspondence, logs, schedules, attendance records, time sheets, fire reports, fire inspections, pre-fire plans, surveys, blueprints, architectural drawings, maps, water flow charts, manuals, policies, procedures, codes, reference materials, training materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Prepares departmental files; maintains file system of departmental records.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.

Operates/utilizes and maintains various fire fighting and emergency medical equipment, tools, and supplies, which may include a motor vehicle, fire apparatus, generator, air compressor, hoses, nozzles, connectors, hydrants, ladders, extinguisher, self-contained breathing apparatus, fans, extrication tools, chain saw, hydraulic tools, air lift bags, mechanic tools, axe, pry bar, rake, shovel, portable lights, air monitoring equipment, gauges, television, VCR, camcorder, camera, radio communications equipment, copier, calculator, and facsimile machine.

Oversees/maintains inventory levels of departmental supplies; initiates orders for new or replacement materials.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; responds to requests for service or assistance; returns calls as necessary.

Communicates effectively and coherently over radio channels while initiating and responding to radio communications.

Reports unusual or problem situations.

Provides education to the public concerning fire safety and fire prevention; conducts tours of fire engines and station; attends fire drills, fire inspections, and pre-fire surveys.

Instructs city inspectors on fire codes and procedures.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends shift meetings, training sessions, workshops and seminars as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Fire Science or Criminal Justice; supplemented by six (6) to nine (9) years previous experience and/or training that includes fire administration, fire code inspection, arson investigation, internal affairs investigation, and fire fighting in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Tennessee Certified Fire Marshal certification. Must possess and maintain valid Tennessee Certified Fire Fighter certification. Must possess and maintain valid Tennessee First Responder certification. Must possess and maintain valid Emergency Medical Technician certification. Must possess and maintain valid Hazardous Materials Technician certification. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to

analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, toxic agents, hazardous materials, violence, disease, pathogenic substances, fire, smoke, unsafe structures, heights, and confined spaces.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.